

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
TUESDAY, JULY 18, 2000
8:15 A.M.**

Commissioners Present: Kathy Campbell, Chair
Larry Hudkins
Linda Steinman
Bernie Heier
Bob Workman

Others Present: Dave Kroeker, Budget & Fiscal Officer
Ann Taylor, County Clerk's Office

AGENDA ITEM

**1 REVIEW OF COUNTY BOARD PROPOSED BUDGET - Dave Kroeker,
Budget & Fiscal Officer**

Dave Kroeker, Budget & Fiscal Officer, distributed the following documents (Exhibit A):

- *Lancaster County, Comparison FY01 to FY00 Expense Budget*
- *Calculation of Restricted Funds*
- *Keno Fund, FY01 Proposed Budget*
- *Lancaster County, Employees by Agency, Last 5 Years*

The Board reviewed *Possible Budget Adjustment List, Proposed Budget FY01* (Exhibit B), and made the following adjustments:

- **County Board/Administrative Services** - Fund Deputy Administrator and Excluded Typist III positions and related expenses for half of the fiscal year (Total reduction of \$48,215)
- **County Assessor** - Reduce Temporary Salaries (1054) by \$35,000 for digital photos project; Meals (3201) by \$750; Lodging (3202) by \$725; Enrollment Fees & Tuition (3406) by \$2,000 (Total reduction of \$83,475, includes reduction of \$45,000 for vehicles in General Government Miscellaneous)
- **Election Commissioner** - Move \$14,000 from Data Processing (3053) to Microcomputer Fund

- **Clerk of District Court** - Eliminate two new positions (Total reduction of \$44,717); Meals (3201) by \$400; Lodging (3202) by \$1,200; Mileage (3204) by \$400; Enrollment Fees & Tuition (3406) by \$600; Postage (3251) by \$14,000; Maintenance Agreements (3062) by \$1,750
- **County Court** - Reduce Rent Buildings (3604) by \$6,264 for unused space in the County-City Building
- **Sheriff** - Reduce Vehicles (4201) by \$42,292 (Reduction of two new vehicles); Motor Vehicle Repair & Maintenance (3551) by \$7,500; Motor Fuels (2151) by \$5,000 and move \$10,500 from Data Processing (3053) to Microcomputer Fund
- **County Attorney** - Reduce Data Processing (3053) by \$30,000 (Criminal Justice Information Services); Office Supplies (2051) by \$2,500; Client Medical by \$5,000; Medical Services (3058) by \$10,000
- **Corrections** - (Mike Thurber, Corrections Director, will prepare a list of reductions totaling \$45,000)
- **Emergency Management** - Fund the County's portion (\$37,570) of the upgrade to warning sirens from the Keno Fund
- **County Clerk** - Reduce Office Supplies (2051) by \$1,500; Postage (3251) by \$2,000; Printing (3302) by \$2,000; Copying (3302) by \$2,000 (Total \$7,500)
- **Treasurer** - Reduce Advertising (3304) by \$4,500
- **Register of Deeds** - Reduce Supplies (2051) by \$1,500; move \$5,200 from Data Processing (3053) to Microcomputer Fund
- **Information Services** - Reimburse General Fund \$50,000 from Keno Fund for upgrade of Advantage accounting system
- **General Government Miscellaneous** - Reduce Vehicles for Assessor (4201) by \$45,000
- **Public Defender** - Move photocopying costs from Legal Publishing (3306) to Photocopying (3302) and reduce by \$2,000
- **Jury Commissioner** - Reduce Photocopying (3302) by \$1,500; move \$1,600 in Data Processing Services (3053) to Microcomputer Fund
- **General Government Miscellaneous** - Reduce Wellness (3426) by \$10,000
- **Justice Miscellaneous** - Transfer \$90,000 in Heating/Ventilation/Air Conditioning (HVAC) Airpark (4208) to the Building Fund
- **Extension Services** - Reduce Office Supplies (2051) by \$1,500; Printing (3301) by \$750; Mileage (3204) by \$1,500; Electricity (3501) by \$1,500; Regular Salaries (1053) by \$7,500
- **Records Management** - Reduce Production Supplies (648) by \$2,000
- **General Assistance** - Reduce Pharmacy (3368) by \$30,000 (Total Reductions of \$129,500)
- **General Government** - Reduce Board of Equalization (3080) by \$150,000

Kroeker said these adjustments will reduce the budget by \$1,228,449, which is less than one cent of the tax rate. **NOTE:** This figure was later refined to \$1,012,073.

The Board requested Dean Settle, Community Mental Health Center (CMHC) Director, to prepare a document showing the impact to operations if the agency's budget was reduced by \$25,000, \$50,000 or \$100,000, including revenue reductions. The Board scheduled discussion of the CMHC budget with Settle on the July 20th Staff Meeting agenda.

The Board asked Kroeker to check on the following:

- Why duplicating supply costs are still included in Adult Probation's budget request since the department is now on the Cost-per-Copy Program
- The office supplies expense shown in the Clerk of the District Court 's budget request and how photocopying expenses are budgeted
- How County Extension Service plans to use the \$7,500 it seeks to retain from funds budgeted for a position that has been vacated
- Proposed duties of the Client Service Associate requested by the County Attorney

In addition, Campbell will ask the District Court if their receptionist can assist the Clerk of the District Court's Office with filing duties and Heier will discuss Corrections' staffing needs with the Corrections Director.

Don Thomas, County Engineer, appeared and said his department either needs the Sun Analyzer that was included in the Bridge Fund or a maintenance agreement on the existing equipment. Board consensus to include the \$26,000 new equipment expense in the Keno Fund list.

Kroeker reported that the motor vehicle fees have been transferred from the Bridge Fund to the Highway Fund.

Hudkins said Leon Vinci, Lincoln/Lancaster County Health Department Director, has requested reinstatement of 1.6 public health nursing positions that were cut from the Health Department's budget. He said this would cost the County approximately \$26,000 and said he believes that funding should come from within the Health Department budget.

In response to a question from Campbell, Kroeker said the County Engineer has projected \$200,000 in Land and Improvements, which increases available restricted revenues to \$1,762,725. He explained that restricted revenues may increase 2.5 percent under the state budget lid and if values exceed that amount, that excess may be added. Growth is estimated at 3.7 percent for Fiscal Year 2000-01. Kroeker said the County did not use all of it's allowable authority in previous years, which can be applied to this year. The Board will need to use approximately \$1.5 million of the unused authority unless there is a significant increase in growth or additional reductions to the budget.

Kroeker explained that the County has 50 cents, per \$100 of value, in levy authority (30 cents for County purposes, 15 cents that may be shared with other subdivisions and 5 cents for interlocal agreements). He said the interlocal agreements for the Lincoln/Lancaster County Health Department and Lincoln Area Agency on Aging could be moved to the 5 cents levy authority, as part of the County's carry forward.

Campbell noted that the .5 cent increase in operations and the .5 cent that is proposed for the Ag Society is equal to the amount that the County is down in fund balances and the decrease in inheritance taxes. She said increases in justice costs, group health insurance and salaries are also driving factors in the budget increase.

Heier and Hudkins suggested that consideration be given to self-insuring the dental plan and requested that an analysis of costs be provided at the July 20th Staff Meeting.

Heier also requested information on long distance telephone charges.

Kroeker reported a written opinion has been received from Lauren Wismer, Bond Counsel, on the issue of whether the Renewal & Replacement Fund can be used to cover principal payments on the bond debt for Lancaster Manor. He said further refinement of the mechanics is necessary.

Heier questioned whether the current level of population can be maintained.

The Board requested that Larry Van Hunnik, Lancaster Manor Administrator, be scheduled on a future Staff Meeting agenda to discuss the State's plans to cap reimbursements and whether services could be expanded to include assisted living. Gina Dunning, Lincoln Area Agency on Aging Administrator, was invited to participate in that discussion.

NOTE: Additional documents discussed were included in *Budget Comparisons for FY2000-01, Including Actual Obligations from FY1999-00* (On file in the County Clerk's Office).

2 DISCUSSION OF ALLOCATION OF \$0.15 TO SUBDIVISIONS NOT HAVING LEVY AUTHORITY

The Board indicated its intent to proceed with a \$4 million bond issue for the Lancaster County Agricultural Society's Events Center, through an interlocal agreement with the Ag Society. Security for the tax exempt bonds will be the 5 cent levy that is authorized for interlocal governments under LB 1114.

Kroeker noted that the County Treasurer can show this as a separate line item on tax statements.

3 ADJOURNMENT

By direction of the Chair, the meeting was adjourned.

Bruce Medcalf
Lancaster County Clerk